



P. A. 473—THE SOCIAL SECURITY ACT: ITS ADMINISTRATIVE BACKGROUND AND IMPLICATIONS <sup>5</sup>		Mr. Wolfe and
Three semester hours credit		Dr. Putnam
Second semester course		Fee \$22.50
French 310-11—FRENCH SOCIAL SCIENCE LITERATURE		Dr. Correll
One and one-half to three semester hours credit		Fee \$15 to \$30
Year course		
German 312-13—GERMAN SOCIAL SCIENCE LITERATURE		Dr. Correll
One and one-half to three semester hours credit		Fee \$15 to \$30
Year Course		

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<sup>5</sup> Given in cooperation with the Social Security Board.

# SCHOOL OF PUBLIC AFFAIRS OF THE AMERICAN UNIVERSITY

A Professional School for Government Employees

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## "IN-SERVICE" TRAINING PROGRAM FOR FEDERAL GOVERNMENT EMPLOYEES Spring Term — February - June, 1937

Practical courses, under supervision of outstanding leaders with years of experience in and out of the government, in the fields of \_\_\_\_\_

*Personnel Management*

*Organization and Supervision*

*Statistics*

*Government Correspondence*

*Financial Administration*

*Accounting, etc.*

\_\_\_\_\_leading to award of

*Certificate in Public Administration*

*A.B. with major in Public Administration*

*M.A. or Ph.D. in Public Administration*

### REGISTRATION

You may register now, at 1905 F Street, N. W., or during the regular registration period, January 28-February 1

## GENERAL INFORMATION

The **primary purpose** of the "In-Service" Training Program of the School of Public Affairs is to provide employes of the Federal Government with practical courses which will be of help to them in connection with their every-day activities.

The **only requirement for admission** to the classes is experience or training which indicates that applicant will be able to profit from the work of the course.

**Employes desiring academic credit** for their work must meet the ordinary admission requirements.

**Employes may apply credits earned** toward a Certificate in Public Administration, a B.A. Degree with a major in Public Administration, or an M.A. or Ph.D. Degree in the field of Public Administration.

**One-third of the tuition** is due at the time of registration. The balance is payable in two equal installments, one of which is due on March 1, and the other on April 1.

The **Director of the School**, Arthur S. Flemming, will be glad to consult with prospective students at their convenience. Call Metropolitan 5080 for an appointment.

The **office is open** regularly for registration on Monday to Thursday from 9 a. m. to 7:30 p. m., and on Fridays from 9 a. m. to 5 p. m.

For **complete description** of courses or of requirements for degrees consult the July, 1936, Bulletin of the School of Public Affairs.

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### Courses Offered During Spring Semester (Feb. 1-June 2, 1937)

#### PERSONNEL MANAGEMENT

**\*SURVEY OF PUBLIC PERSONNEL MANAGEMENT** — *Emery E. Olson, Professor of Public Administration, The American University, and Visiting Lecturers*

An opportunity to become acquainted with the field of Public Personnel Management, and to listen to some of the Federal Government's outstanding experts in the field.

(P.A. 401)

*Mondays, 7:30-10 p. m., beginning February 1*

*Three semester hours credit—Fee \$22.50*

*Room 35, 1905 F Street, N. W.*

**PROBLEMS IN PUBLIC PERSONNEL ADMINISTRATION** — *Oliver C. Short, Executive Assistant to the Director, Bureau of the Census*

A practical, realistic approach to problems in the field of personnel administration. The course is designed to assist persons engaged in or desiring to enter personnel work. The instructor has had years of experience in dealing with such problems in Federal, State and Municipal jurisdictions. Ordinarily, persons entering the course should have completed Survey of Public Personnel Management or have had considerable practical experience in the personnel field. This course is a continuation from the fall term, but new students may enter at the beginning of the spring semester.

(P.A. 404)

*Thursdays, 5-7:30 p. m., beginning February 4*

*Three semester hours credit—Fee \$22.50*

*Room 35, 1905 F Street, N. W.*

**PLACEMENT PROCEDURES** — *Samuel S. Board, Chief, Qualification Section, Personnel Division, Resettlement Administration*

The subject matter of this course will include a study of the various placement procedures involved in the recruiting of technical and professional personnel, as well as those processes related to the proper location after certification of prospective employes, and their relocation for purposes of readjustment and promotion after employment. Attention will be given to interviewing, the evaluation of tests in general use outside the government service, personnel investigations, and the study of the job from the standpoint of its special demands on the worker.

(P.A. 409)

*Tuesdays, 7:30-10 p. m., beginning February 2*

*Three semester hours credit—Fee \$22.50*

*Room 10, 1907 F Street, N. W.*



## PUBLIC ADMINISTRATION

**INTRODUCTION TO PUBLIC ADMINISTRATION** — *Walter H. Young, Lecturer in Public Administration, The American University*

This course is designed to give persons who have not had previous courses in the field of Political Science a realistic introduction to the problems of government. Particular emphasis will be placed on the relationship of these problems to the administration of the Federal Government. (P.A. 301)

*Tuesdays, 7:30-10 p. m., beginning February 2*

*Three semester hours credit—Fee \$22.50*

*Room 15, 1903 F Street, N. W.*

**PRINCIPLES OF PUBLIC ADMINISTRATION** — *Henry Reining, Jr., Educational Director, National Institute of Public Affairs*

A general survey course, dealing with the principles of governmental organization, personnel and financial administration, administrative law and public relations. Designed to serve as an introduction to the problems and literature of the field and as preparation for advanced courses in public administration. (P.A. 421)

*Thursdays, 5-7:30 p. m., beginning February 4*

*Three semester hours credit—Fee \$30*

*Room 15, 1903 F Street, N. W.*

**PROBLEMS IN PUBLIC ADMINISTRATION** — *Frederick F. Blachly, Staff Member, Institute for Government Research, Brookings Institution*

A study of the more important problems of public administration with emphasis on the manner in which they are handled by the leading countries of the world. This is a year course, but open to new students at the beginning of either semester. (P.A. 522)

*Mondays and Wednesdays, 6:15-7:30 p. m., beginning February 1*

*Three semester hours credit—Fee \$30*

*Room 22, 1903 F Street, N. W.*

**NATIONAL ADMINISTRATION: THE PROBLEM OF REORGANIZATION** — *Ben A. Arneson, Visiting Professor of Political Science, The American University*

Federal employes are following with interest the activities of committees appointed by the President, the Senate and the House of Representatives to consider the problem (1) of reorganizing the Federal administration, and (2) of devising machinery for more effective coordinated control of the various administration agencies. This course will deal with the reports of these committees as they become available. Comparisons will be made with earlier suggestions for administrative reorganization. This is a year course, but open to new students at the beginning of either semester. (P.A. 524)

*Mondays and Wednesdays, 5-6:15 p. m., beginning February 1*

*Three semester hours credit—Fee \$30*

*Room 35, 1905 F Street, N. W.*

**POLITICAL PARTIES** — *Catheryn Seckler-Hudson, Associate Professor of Political Science, The American University*

A critical examination of the party processes and their articulation with the formal machinery of government. Problems to be studied include party organizations; sectional and group influences on party policies; human nature in politics; the spoils system; nominating systems and campaign methods; recent trends in party politics. Comparisons will be made with party practices in foreign countries operating under fascism, communism or parliamentary democracy. (Pol. Sci. 420)

*Mondays and Wednesdays, 6:15-7:30 p. m., beginning February 1*

*Three semester hours credit—Fee \$30*

*Room 14, 1907 F Street, N. W.*

## ORGANIZATION AND MANAGEMENT

**\*MANAGEMENT AND SUPERVISION** — *Emery E. Olson, and Visiting Lecturers*

A course designed to be of practical value to supervisors and to persons who desire to prepare themselves for supervisory positions. Careful consideration will be given to standard procedures now in use in government departments and considerable emphasis will be placed on principles and trends, drawing freely on the experience and literature of industry as well as of the government. Some of the Federal Government's outstanding experts in this field will lecture from time to time. (P.A. 423)

*Tuesdays, 5-7:30 p. m., beginning February 2*

*Three semester hours credit—Fee \$22.50*

*Room 35, 1905 F Street, N. W.*

## SEMINAR IN ORGANIZATION AND MANAGEMENT — *Emery E. Olson*

An advanced seminar designed to consider special problems in the organization and management of government departments, agencies and bureaus. The course is planned for persons in responsible supervisory positions, persons who have completed the course in Management and Supervision, or persons who have completed a course in Management in a school of business administration. The seminar is continued from the fall term, but new students may enter at the beginning of the spring semester. (P.A. 602)

*Wednesdays, 7:30-9:10 p. m., beginning February 3*

*Two semester hours credit—Fee \$20*

*Room 14, 1907 F Street, N. W.*

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## FINANCIAL ADMINISTRATION

**\*PRINCIPLES OF ACCOUNTING** — *William H. Rowe, Agricultural Economist, Department of Agriculture; Oswald Nielsen, Associate Economic Analyst, Bureau of Foreign and Domestic Commerce, Department of Commerce*

A year course designed to provide the student with sufficient background work in the field of accounting to enable him to carry on advanced work in the field as a whole, and more particularly in the field of Government Accounting.

**Section 1. Continuation from fall semester—Mr. Rowe (P.A. 332)**

Tuesday and Thursday, 5-6 p. m., beginning Jan. 19. Room 4649 South Bldg., Dept. of Agr. Laboratory Period, Friday, 5-7 p. m. Room 0051, South Bldg., Dept. of Agr.

**Section 2. Beginning class—Dr. Nielsen (P.A. 331)**

Tuesday and Thursday, 5-6 p. m., beginning Jan. 19. Room 505 Administration Bldg., Agr. Laboratory Period, Friday, 5-7 p. m. Room 4613, South Bldg., Dept. of Agr.

*Three semester hours credit—Fee \$17*

**\*ADVANCED ACCOUNTING THEORY, I** — *Oswald Nielsen, Bureau of Foreign and Domestic Commerce, Department of Commerce*

This is the first half of a second year course in Accounting. It will deal largely with valuation. It will include the principles governing the valuation of various types of assets, suitable methods of reflecting asset values in the accounts, fundamentals of determining the liabilities and net worth, and the allocation of income and expense to the proper fiscal period as part of the problem of valuation. The discussion of profits will include a consideration of the problems pertaining to the deferring of expenses and the treatment of unusual losses and gains. The appropriation of profits for dividends and reserves and the relationship of funds to reserves will also be examined. Prerequisite: first year of Accounting or its equivalent. (P.A. 417)

*Fridays, 7:30-10 p. m., beginning February 5*

*Three semester hours credit—Fee \$22.50*

*Room 15, 1903 F Street, N. W.*

**\*FEDERAL ACCOUNTING PROCEDURES** — *John B. Payne, Chief, Records and Accounts Section, Agricultural Adjustment Administration.*

A detailed analysis of accounting procedures as developed by the Federal Government with particular reference to the activities of the General Accounting Office. Given by a Certified Public Accountant with years of experience in handling problems in Federal agencies.

*Wednesdays, 7:30-10 p. m., beginning February 3*

*Three semester hours credit—Fee \$22.50*

*Room 35, 1905 F Street, N.W.*

**\*\*ADVANCED ACCOUNTING AS APPLIED TO THE FARM CREDIT ADMINISTRATION—**  
*James J. Somers, Reviewing Accountant, Farm Credit Administration*

For description of course consult School of Public Affairs Bulletin or Farm Credit Administration Bulletin. This course is a continuation from the fall term but new students may enter for the spring term upon permission from the instructor. Registration will be in Room 356, Farm Credit Administration Building (1300 E Street, N. W.), on January 28 and 29, 8:30 a. m. to 4:15 p. m. (P.A. 446)

*Wednesdays, 7:30-9:30 p. m., beginning February 3*

*Two semester hours credit—Fee \$15*

*Room 358, FCA Building*

**FEDERAL BUDGETARY ADMINISTRATION** — F. J. Bailey, *Assistant to the Director in Charge of Division of Research and Investigation, Bureau of the Budget*; and W. A. Jump, *Director of Finance and Budget Officer, Department of Agriculture*

A practical course given by two men with years of experience in the handling of budgetary problems and designed to be of value to persons who are now engaged in or who are likely to be engaged in the handling of budgetary matters. (P.A. 451)

*Mondays, 7:30-10 p. m., beginning February 1*

*Three semester hours credit—Fee \$22.50*

*Room 8, 1907 F Street, N. W.*

**\*FEDERAL REGULATION OF CORPORATE ACCOUNTING** — Carman G. Blough, *Chief Accountant, Securities and Exchange Commission*

A study of the accounting problems growing out of the relationships between federal regulatory agencies and business and industry. Attention will be given to prescribed classifications of accounts by such agencies as the Interstate Commerce Commission, the Federal Communications Commission, the Federal Power Commission, and the Securities and Exchange Commission; and to the influence of such acts as the Internal Revenue Acts, the Securities and Exchange Acts and the Social Security Act upon the accounting practices of corporations. Special cases involving major accounting principles will be analyzed. (P.A. 454)

*Tuesdays, 7:30-10 p. m., beginning February 2*

*Three semester hours credit—Fee \$22.50*

*Room 35, 1905 F Street, N. W.*

**PROBLEMS OF TAXATION** — D. O. Kinsman, *Chairman, Department of Economics, The American University*

This course, which will be followed next year by a course in the Federal Revenue System, is designed to be of particular value to persons who are actively interested in problems of public revenues, expenditures and the general budgeting of government funds. The course is a continuation from the fall term, but advanced students may enter the second semester. (P.A. 456)

*Mondays, 7:30-10 p. m., beginning February 1*

*Three semester hours credit—Fee \$30*

*Room 15, 1903 F Street, N. W.*

**SEMINAR ON PUBLIC FINANCE IN EUROPE** — Fritz Karl Mann, *Professor of Financial Science, University of Cologne*; *Visiting Professor of Political Economy, The American University*

*Time and place to be announced.*

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## STATISTICS

**\*MATHEMATICAL PREPARATION FOR STATISTICS** — Harry J. Winslow, *Bureau of Research and Statistics, Social Security Board*; Forrest E. Linder, *Associate Economic Analyst, Bureau of the Census, Department of Commerce*

This course is designed to provide students with a mathematical background which will enable them to carry on more advanced work in mathematical statistics.

**Section 1. Beginning class:** Algebra—Mr. Winslow (P.A. 261)

*Mon., 4:45-6:30 p. m., beginning Jan. 25. Room 1445 South Bldg., Dept. of Agr.*

**Section 2. Continuation from fall semester:** Trigonometry and Analytic Geometry — Dr. Linder (P.A. 262)

*Tues., 4:45-6:30 p. m., beginning Jan. 19. Room 1618 South Bldg., Dept. of Agr.*

**Section 3. Continuation from fall semester:** Trigonometry and Analytic Geometry — Mr. Winslow (P.A. 262)

*Fri., 4:45-6:30 p. m., beginning Jan. 22. Room 4092 South Bldg., Dept. of Agr.*

*Two semester hours credit—Fee \$12*

**\*ELEMENTARY STATISTICAL METHODS** — B. Ralph Stauber, *Agricultural Economist, Department of Agriculture*; Gordon E. Ockey, *Assistant Agricultural Economist, Department of Agriculture*

**I. Beginning class—Mr. Stauber (P.A. 361)**

Methods and problems of collecting statistical data, presentation of such data in the form of tables and graphs, use of the different types of averages, measures and significance of

dispersion, elementary principles of sampling, construction and significance of index numbers, analysis of time series data.

*Tues. and Thurs., 4:45-5:45 p. m., beginning Jan. 26. Room 4613 South Bldg., Dept. of Agr.*

**II. Continuation from Elementary Statistics I (described above)—Mr. Stauber and Mr. Ockey (P.A. 362)**

Analysis of relationships between two or more variables. Measurement of association, the different phases of correlation (from simple correlation of data applying to a given period of time to simple curvilinear correlation), the application of correlation to time series, multiple linear correlation, and introduction to the concept of variance analysis in relation to correlation.

Section 1. *Mon. and Wed., 4:45-5:45 p. m., beginning Jan. 18. Room 2050 South Bldg., Agr.*

Section 2. *Mon. and Wed., 5:45-6:45 p. m., beginning Jan. 18. Room 2050 South Bldg., Agr.*

Section 3. *Tues. and Thur., 4:45-5:45 p. m., beginning Jan. 19. Room 4092 South Bldg., Agr.*

*Two semester hours credit—Fee \$12*

**\*ADVANCED STATISTICAL ANALYSIS — C. M. Purves, Senior Agricultural Economist, Department of Agriculture, and A. Sturges, Agricultural Economist, Department of Agriculture**

An advanced mathematical statistical course. Students desiring a full description of the course should consult either the School of Public Affairs Bulletin or the Bulletin of the Graduate School of the Department of Agriculture. (P.A. 552)

Section 1. *Tues. and Thur., 4:45-5:45 p. m., beginning Jan. 12. Room 2050 South Bldg., Agr.*

Section 2. *Tues. and Thur., 5:45-6:45 p. m., beginning Jan. 12. Room 2050 South Bldg., Agr.*

*Two semester hours credit—Fee \$12*

**STATISTICAL TECHNIQUES IN PRACTICE — Howard B. Myers, Director, Division of Social Research, Works Progress Administration**

This course is open only to students who have completed the first semester course in "The Use of Statistical Methods" or its equivalent. Emphasis will be placed on methods and procedures used by research and statistical offices in collecting, verifying, tabulating, and analyzing statistical data, and illustrations will be drawn from the social sciences. Work in the laboratory is required. (Econ. 418)

*Monday, 7:30-10 p. m. Room A, 1901 F Street*

*Laboratory Period—Friday, 7:30-10 p. m. Room 35, 1905 F Street, N. W.*

*Three semester hours credit—Fee \$30*

*First class meets Monday, February 1*

**\*ADMINISTRATIVE STATISTICS OF THE FEDERAL GOVERNMENT: THEIR COLLECTION AND USE IN THE FORMULATION OF POLICY — Calvert L. Dedrick, Assistant Chief Statistician, Division of Statistical Research, Bureau of the Census; and Visiting Lecturers**

A survey of the statistical work of the Federal Government as a whole. Emphasis is placed on two main problems: the use of statistics in the making of administrative decisions and the work of agencies responsible for gathering and publishing statistical data. Every other week a lecture will be given by an outstanding economic analyst or statistician in the government service. This course is a continuation from the fall term, but new students may enter at the beginning of the spring semester. (P.A. 554)

*Thursdays, 7:30-10 p. m., beginning February 4*

*Three semester hours credit—Fee \$22.50*

*Room 15, 1903 F Street, N. W.*

**\*\*\*LABOR STATISTICS — J. Perlman, Chief, Division of Wages, Hours, and Working Conditions, Bureau of Labor Statistics, Department of Labor**

An elementary survey of the statistical methods particularly adapted to the collection, analysis, and presentation of data in the field of labor. The course will deal with such topics as sampling, the preparation of schedules, editing and coding, machine tabulation, averages, measures of dispersion, measures of skewness, ratios and percentages, index numbers, analysis of time series (long-time trends and seasonal, cyclical and irregular fluctuations), simple correlation, etc. (P.A. 464)

*Tuesdays and Thursdays, 4:45-5:35 p. m., beginning February 2*

*Two semester hours credit—Fee \$15*

*Department of Labor Building*



The three courses listed below are given in cooperation with the Bureau of the Census, Department of Commerce, and are open only to members of the staff of the Bureau. Lectures and laboratory exercises combine the topical content of standard courses in statistics with intensive training of census employes on the job. Although standard texts are used, many of the problems and laboratory exercises consist of data selected from regular census inquiries. Mr. Hansen's and Dr. Dedrick's courses are continued from the fall term, but new students may enter for the spring term upon permission from the instructor.

**\*\*\*\*ELEMENTARY STATISTICS AND CALCULATIONS** — *Morris H. Hansen, Office of the Executive Assistant to the Director of the Bureau of the Census*

*Mondays, Wednesdays and Fridays, 3:30-4:30 p. m., beginning February 1*

*Three semester hours credit—Fee \$22.50 (P.A. 364) Room 2062 Commerce Building*

**\*\*\*\*STATISTICAL METHODS APPLIED TO CENSUS DATA** — *Dr. Calvert L. Dedrick*

*Mondays, Wednesdays and Fridays, 3:30-4:30 p. m., beginning February 1*

*Three semester hours credit—Fee \$22.50 (P.A. 462) Room 2066 Commerce Building*

**\*\*\*\*PRINCIPLES OF STATISTICAL RESEARCH** — *Forrest E. Linder, Economic Analyst, Division of Vital Statistics, Bureau of the Census*

This course will consist of a study of the use of statistical methods as a research tool in social and economic problems. Its purpose will be to examine the basic concepts concerning frequency distributions, probability, and measures of association which have application to research problems in several general fields. (P.A. 562)

*Mondays and Fridays, 3:30-4:30 p. m., beginning February 1*

*Two semester hours credit—Fee \$15 Bureau of the Census*

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## AUXILIARY COURSES

**ECONOMIC GEOGRAPHY** — *Vergil D. Reed, Assistant Director, Bureau of the Census*

This course is concerned with the study of man's environment and the way man makes his living in relation to his environment. It is a year course, but new students may enter at the beginning of either semester. The present semester's work will be concerned primarily with a study of the continents and great commercial and industrial centers. Each continent will first be studied as a unit, then each of the outstanding commercial and industrial countries on a continent will be studied in greater detail. (P.A. 472)

Section 1. *Thursdays, 7:30-9:10 p. m., beginning February 4. Room 14, 1907 F Street, N. W.*

Section 2. *(Given in cooperation with the Bureau of the Census for employes of the Bureau) Tuesdays and Thursdays, 3:30-4:30 p. m., beginning February 2. Room 2062 Commerce Bldg.*

*Two semester hours credit—Fee \$15*

**\*\*LEGAL ASPECTS OF FARM CREDIT ADMINISTRATION** — *J. A. Jordan, Senior Attorney, Farm Credit Administration*

For description of course consult School of Public Affairs Bulletin or Farm Credit Administration Bulletin. This course is a continuation from the fall term but new students may enter for the spring term upon permission from the instructor. Registration will be in Room 356, Farm Credit Administration Building (1300 E Street, N. W.), on January 28 and 29, 8:30 a. m. to 4:15 p. m. (P.A. 588)

*Mondays and Wednesdays, 4:45-5:45 p. m., beginning February 1*

*Two semester hours credit—Fee \$15 Room 358 FCA Building*

**PUBLIC RELATIONS ACTIVITIES IN THE FEDERAL GOVERNMENT (Continuing Government Report Writing)** — *William D. Boutwell, Chief, Editorial Division, and Director, Radio Education Project, Office of Education, Department of Interior*

To aid government employes in developing skill in public relations work, this laboratory course will cover policies involved and techniques used in the writing of newspaper releases, government reports, radio speeches and programs, magazine articles, research bulletins and pamphlets. The course will also include discussion and practice in the use of illustrations, photographs and diagrams, and suggestions on methods of obtaining the best results

through various means of graphic reproduction such as printing, lithography, etc. The course is open to new students at the beginning of the second semester. (Eng. 426)

*Tuesdays, 7:30-10 p. m., beginning February 2*

*Offices of Radio Education Project, 1712 H Street, N. IV.*

*Three semester hours credit—Fee \$22.50*

**†THE SOCIAL SECURITY ACT: ITS ADMINISTRATIVE BACKGROUND AND IMPLICATIONS** — Ernest J. Wolfe, Instructor in Charge of Curriculum, Division of "In-Service" Social Security Board

The course covers a resume of the welfare and social work background which accounts for the welfare and insurance provisions of the Social Security Act. An analysis of each title, state legislation and administration of unemployment compensation, the organization of the Social Security Board, a consideration of complementary and alternative programs, and a brief study of economic trends in the United States affecting social security will be included. (P.A. 473)

*Mondays, 6:40-7:30, and Fridays, 6:40-8:20, beginning February 1*

*Three semester hours credit—Fee \$22.50*

*Room A, 1901 F Street, N. IV.*

**GOVERNMENT CORRESPONDENCE** — James F. Grady, Principal Research Assistant, Farm Credit Administration

Effective use of English for business purposes: planning a letter, paragraphing for clearness and emphasis; methods of building paragraphs; effective opening and closing paragraphs; intelligent punctuation; appropriate tone for each letter; special types of letter problems including making inquiries, answering inquiries, letters of transmittal, application, introduction, recommendation, complaint, and adjustment; series of follow-up letters; form letters and paragraphs; systematic method of building a vocabulary; review of rules of grammar and sentence structure as they affect clear, forceful expression. (Eng. 211)

*Tuesdays, 5-6:40 p. m., beginning February 2*

*Two semester hours credit—Fee \$15*

*Room 8, 1907 F Street, N. IV.*

**EFFECTIVE SPEECH** — Arthur S. Flemming, Director, School of Public Affairs, The American University

The oral presentation of ideas is a problem which every individual must face at one time or another. In some instances these ideas are presented before large audiences, in other instances before a small group. The purpose of this course is to familiarize the student with the basic principles which must be kept in mind in making such presentations. Considerable emphasis will be placed on the organization of materials in addition to providing the student with the opportunity of presenting these materials to the other members of the group. Students enrolling for the course must be prepared to carry on a considerable amount of work outside the classroom. Only a limited number of students will be enrolled so as to make it possible for students to obtain the maximum amount of individual attention. Additional sections will be organized, however, if the demand warrants. (S. 101)

*Fridays, 5-6:40 p. m., beginning February 5*

*Two semester hours credit—Fee \$15*

*Room 35, 1905 F Street, N. IV.*

For description of courses offered in Graduate School of The American University, other than those in Public Administration, and for information on programs leading to A.B. degree in fields other than Public Administration, write the Registrar, 1901 F Street, N. W., or phone Metropolitan 2300.

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\*Given in cooperation with the Graduate School of the Department of Agriculture and open to employes of all departments.

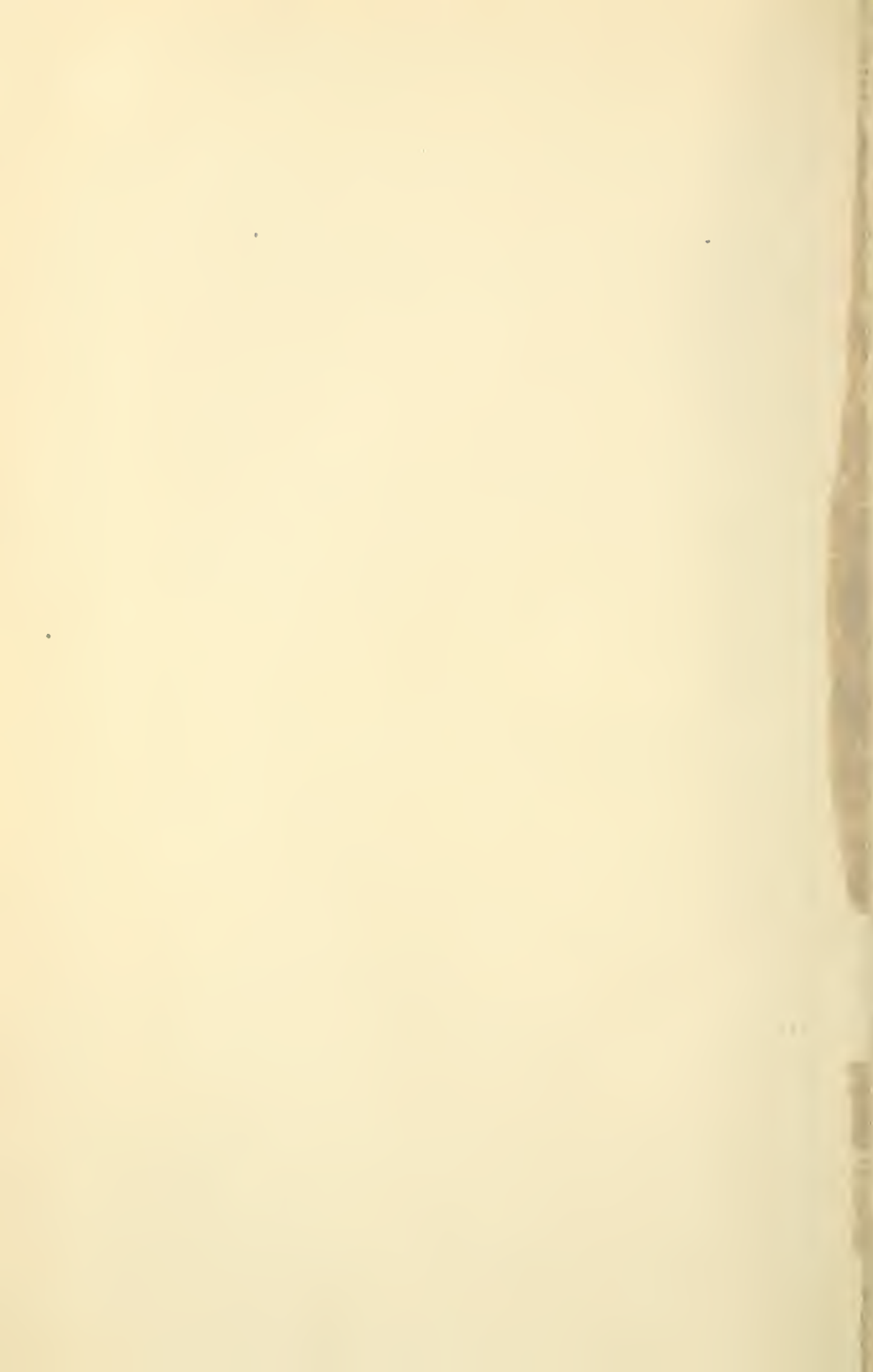
\*\*Given in cooperation with the Farm Credit Administration for the employes of the Administration.

\*\*\*Given in cooperation with the United States Bureau of Labor Statistics and open to employes of all departments

\*\*\*\*Given in cooperation with the Bureau of the Census for the employes of the Bureau.

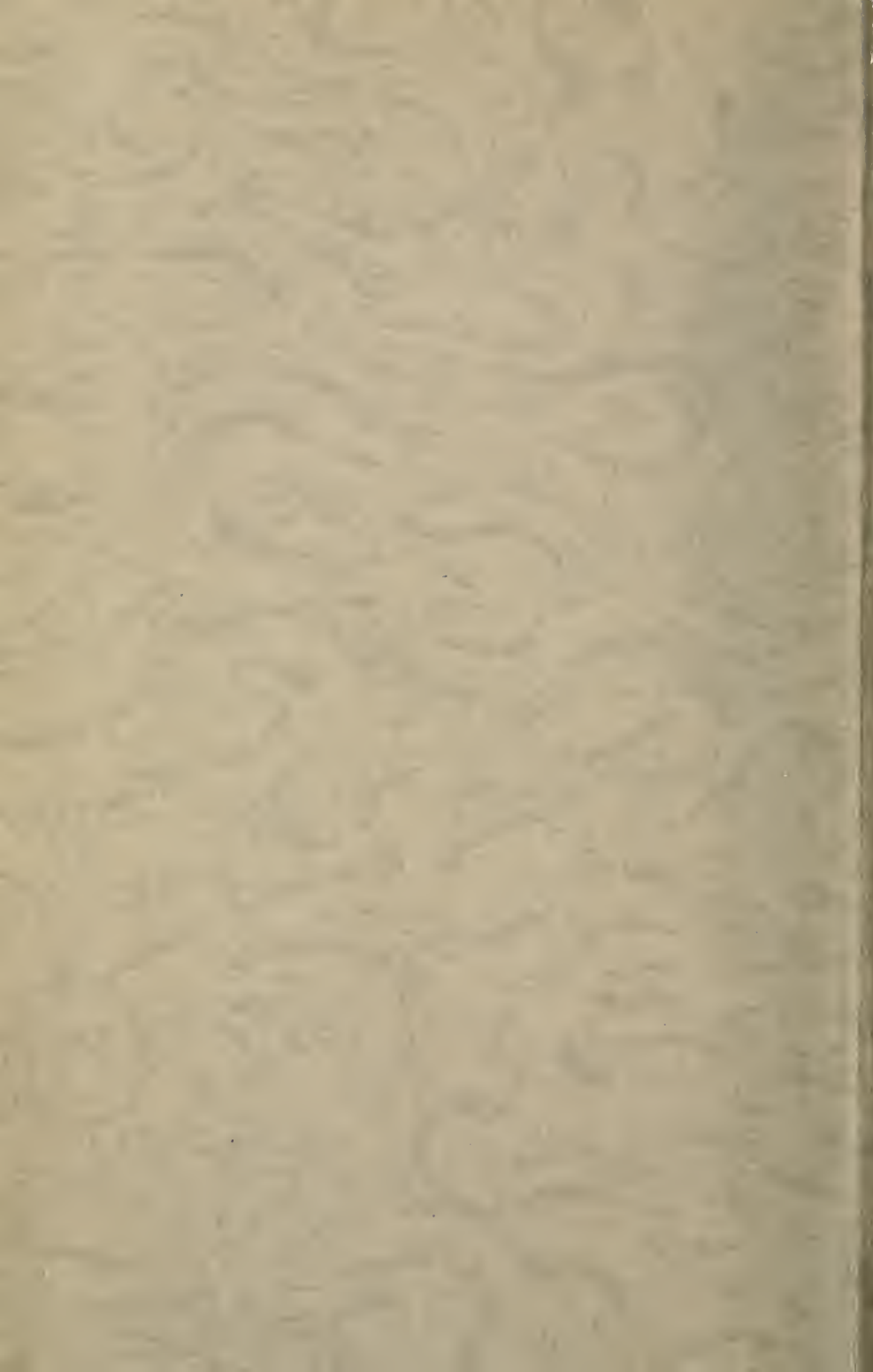
†Given in cooperation with the Social Security Board and limited to employes of the Board except on special permission.











**DOES NOT CIRCULATE**

